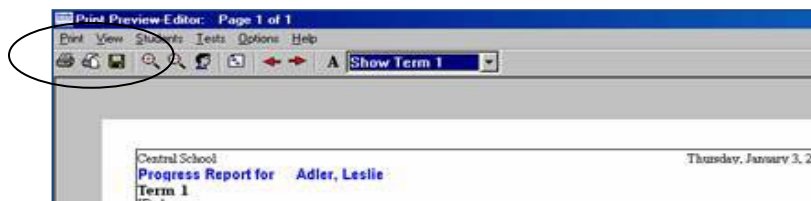


Customize Edline Report

To customize or condense the report, you must remove items from the report by accessing the menus and deselecting items. They are available from the Menu bar under **Students, Tests and Options**. *It is VERY important to save your customizations when you are done. (see below*)*

Some examples of what you may want to eliminate are illustrated below.

In GradeQuick, Choose an Edline Report and **Print Preview** will appear



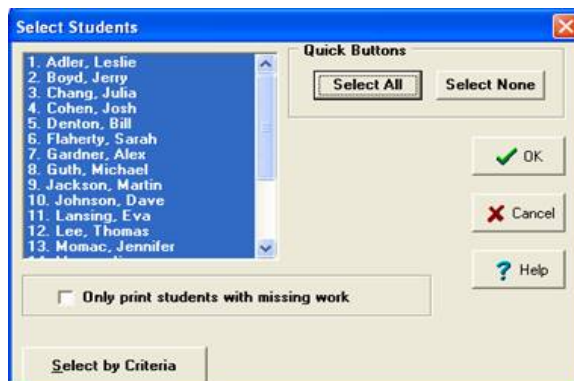
Students Menu

Click **Students > Select Students**.

You may select individual students by clicking each in the list on the left.

You can choose the **Select All** or **Select None** buttons on the right to select quickly all or none of the students.

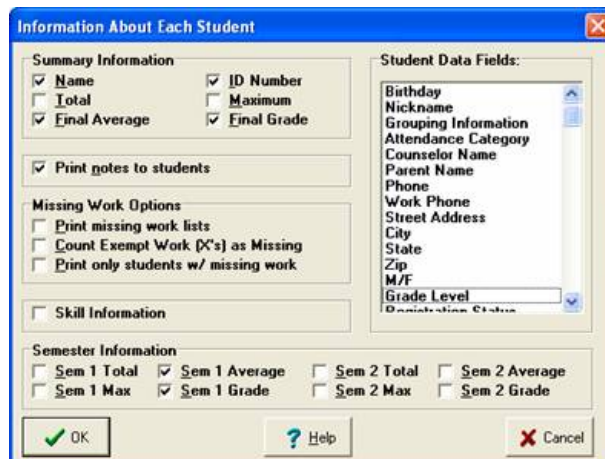
Select student options



Click **Students > Student Info**.

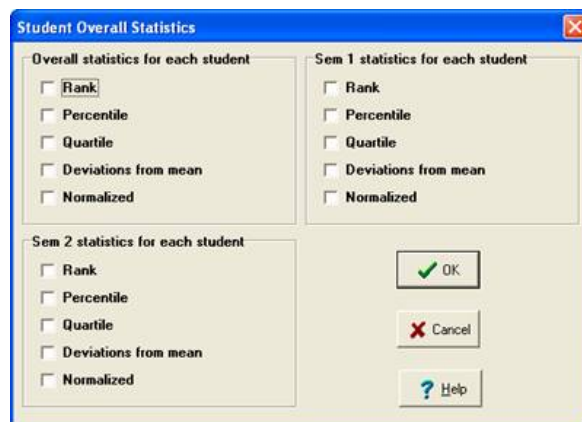
1. Missing Work, uncheck the **Missing Work Options** to remove this chart from the report.
2. Comments, uncheck **Print Notes to Students**, to remove the teacher's comment.
3. Leave **Name**, **Final Average** and **Final Grade** checked.

Student info options



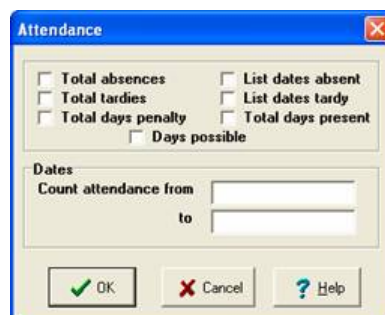
Click **Students > Overall Statistics** and uncheck **Rank** if you do not want this statistic to display on the report.

Student overall statistics options



Click **Students > Attendance** and uncheck all the items in this dialog box if you do not want to display attendance information.

Attendance options

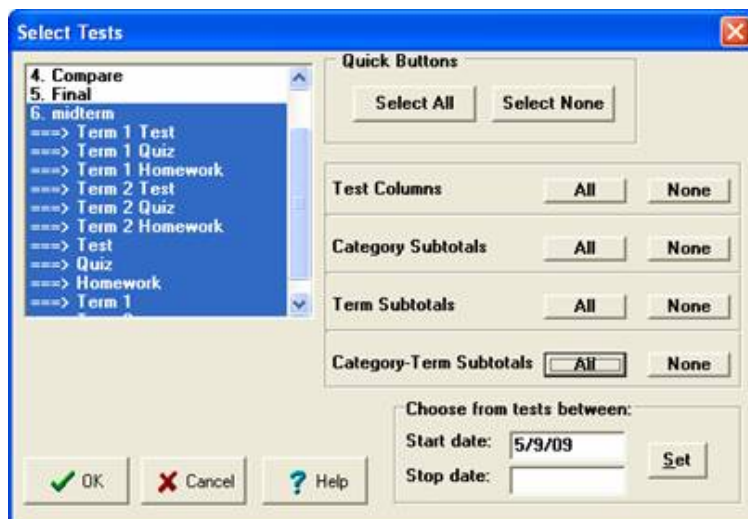


Tests menu

Click **Tests > Select Tests and Subtotals** to condense the test and subtotal information if you want to reduce the list of tests or subtotals.

1. You may select the individual tests and subtotals by clicking each item in the list on the left.
2. You can choose the **Select All** or **Select None** buttons on the right to select quickly all or none of the particular test or subtotal columns.
3. In the lower right hand corner, you can choose tests by indicating a range of dates or, at least, a **Start date**. The **Stop date** is not necessary.

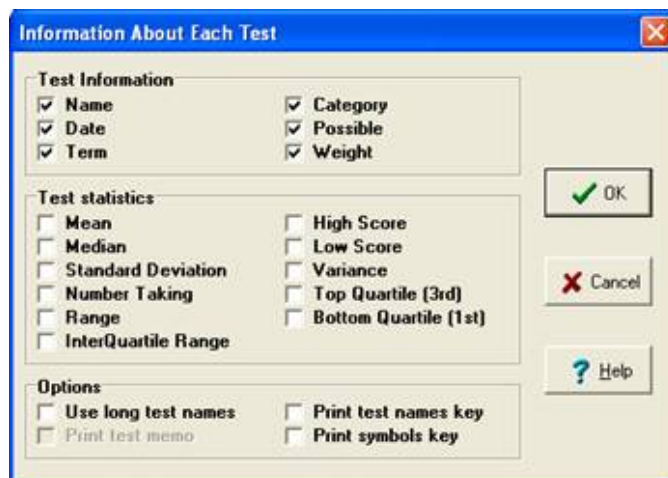
Test and subtotals options



Click **Tests > Test Info**.

1. Test Names Key, Uncheck **Print test names key** to remove the list of tests that displays the long test name and the shorter name as a reference for the list of assignments.
2. Name, do not remove this check mark.
This is the short name of the assignment.

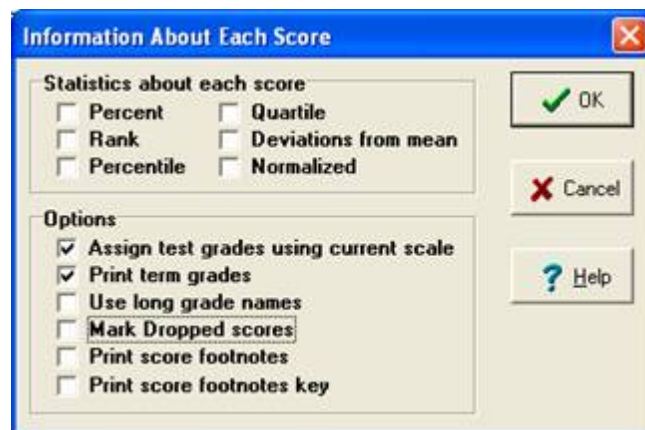
Test info options



Click **Tests > Score Info**.

1. Uncheck all statistics.
2. Check **Assign test grades using current scale**.
3. Check **Print term grades** to assign grades to each assignment or subtotal.

Score info options



Options Menu

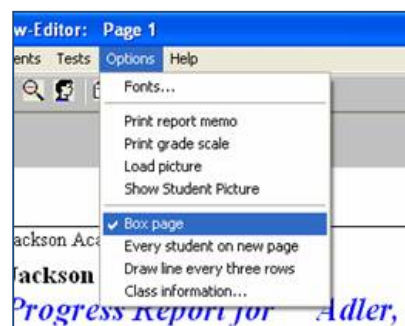
Fonts is not available for Edline Reports (only printed reports)

Uncheck the following items:

Print Grade Scale

Print Report Memo

Every student on a new page is not for Edline Reports -only a print option



*SAVING Customized Options!

Click the Save button  on the Menu Bar or Click **Print > Select Save Configuration**

This customized formatted report will be saved and you will be able to use it with all of your classes.